

## Access Report – Audit Tracking

The Activity groupbox on the Decision tab of access reports is used to record and display information related to changes made to the report after a screening decision has been made.

**Access Report - Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Access Information**

Report Name: Jones, Sally Worker: Cake, Caitlin M., III Access Report Type: CPS Report

Date and Time Report was Received: 06/12/2017 11:00 AM PM R/T: Within 24 - 48 Hours ID: 9240803

**Narrative** **Participants** **Allegation** **Allegation Narr** **Prior Involvement** **Decision**

Supervisor explanation....

[More...](#) [Less...](#) [Default](#)

**Status**

☐ After Hours Report ☐ Law Enforcement Notified ☐ Worker Safety Concerns?

Primary Language: English ☐ Interpreter Needed?

☐ Is this Access Report a death, serious injury, or egregious incident ([See Related Numbered Memo](#)) ?

☐ Serious Incident Notification generated?

**Activity**

Updated On	Updated By	Data Elements Changed	
06/14/2017 09:15:30 AM	Cake, Caitlin M., III	Initial Screening/Linking	<a href="#">View</a>
06/14/2017 09:16:46 AM	Cake, Caitlin M., III	Delink	<a href="#">View</a>
06/14/2017 09:18:49 AM	Cake, Caitlin M., III	Date/Time Decision Made, Response Time, Reason, Explain	<a href="#">View</a>
06/14/2017 09:19:54 AM	Cake, Caitlin M., III	Date/Time Report was Received	<a href="#">View</a>
06/14/2017 09:20:15 AM	Cake, Caitlin M., III	Relink	<a href="#">View</a>

Options:

The Activity groupbox will display high level information about the changes made to the access report, including the date and time the change was made, which worker made the change, and the data element that was changed.

Upon clicking the View hyperlink, the Access Report Activity Detail page opens. Additional details regarding the specific change are displayed, along with the text field containing the worker's justification for the change. Information displayed on the page could include changes to the following:

- **Initial Screening/Linking** – displays information about the initial screening decision and the case the report was initially linked to. The following information will display: Case ID of the case the report was linked to, Supervisor Name, Screening Decision, Date/Time Decision Made, Response Time, and Reason.
- **Date and Time Report was Received** – displays the date and time the access report was received from the Access Information groupbox on the Access Report page.
- **Delink** – occurs when 'Delink Access Report/Assessment' is selected from the Options dropdown field on the Maintain Case page and page is successfully saved. Displays the Case ID of the case the access report was linked to. The old value will display 'Delinked from Case: #####' and the new value will be blank.

- **Screening Decision** – displays the Supervisor Decision from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Date/Time Decision Made** – displays the date and time the Supervisor Decision was made from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Response Time** – displays the Response Time indicated from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Reason** – displays the Reason indicated from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Explain** – displays the text from the Explain narrative field from the Supervisor Decision groupbox on the Decision tab of the Access Report page.
- **Relink** – occurs upon save of the Maintain Case page when relinking an access report to a case. Displays the Case ID of the case the access report is linked to. The old value will be blank and the new value will display 'Linked to Case: #####.'

Access Report Activity Detail -- Webpage Dialog

**eWiSACWIS<sup>ST</sup>** Print Spell Check Help

**Access Report Detail**

Report Name: Kellogg, Kathy      Access Report Type: CPS Report      ID: 70000017  
 Updated By: Oates, Connie J.      Updated On: 05/02/2017 04:36:35 PM

**Activity Detail**

Activity	Old Value	New Value
Delink	Delinked from Case: 70000007	

Access Report Activity Detail -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check Help

**Access Report Detail**

Report Name: Kellogg, Kathy B.      Access Report Type: CPS Report      ID: 9240357  
 Updated By: Supervisor, Partnership      Updated On: 10/24/16 7:05:05 AM

**Activity Detail**

Activity	Old Value	New Value
Screening Decision	Screen In	Screen Out
Response Time	Within 5 business days	Within 24 - 48 Hours
Explain	This is old text in the field.	This is the new text entered in the text field by the worker. This is the new text entered in the text field by the worker. This is the new text entered in the text field by the worker.....

**Justification**

Please provide justification as to why the screening information was changed for this access report.

This text will prefill with the text that was entered in the 'Please provide justification as to why the screening information was changed for this access report.' field on the Access Report Change Reason pop-up page.

[More...](#) [Less...](#) [Default](#)

Close

100%

Access Report Activity Detail -- Webpage Dialog

**eWiSACWIS** ST Print Spell Check Help

**Access Report Detail**

Report Name: Kellogg, Kathy	Access Report Type: CPS Report	ID: 70000017
Updated By: Winter, Paula	Updated On: 05/02/2017 04:55:33 PM	

**Activity Detail**

Activity	Old Value	New Value
Relink		Linked to Case: 70000008

Each time a change is made to any field in the Supervisor Decision groupbox on the Decision tab of an access report that has been delinked from a case, the 'Access Report Change Justification' pop-up page will launch upon Save. The page will also automatically open when selecting the Save button after any change has been made to the Date and Time Report was Received fields since the previous save of the page, regardless of whether the Access Report has been delinked or not.

**Note:** The 'Access Report Change Justification' pop-up page will not open upon initial save of the Access Report.

Access Report Change Justification -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Justification**

Please provide justification as to why the screening information was changed for this access report.

Continue Close

Upon selecting the Continue button, the following message will display if text has not been entered in the justification narrative box:

- “Please enter required fields – Please provide justification as to why the screening information was changed for this access report.”

Selecting the Close button or the ‘X’ button will discard changes made on the Access Report Change Justification page and will return the worker to the Access Report page without saving the text. Clicking the Save button on the Access Report page will launch the Access Report Change Justification page again to ensure the worker enters a Justification for changes to the screening decision or date/time the report was received.